Norse Hub: Instructions for Hourly Time Entry

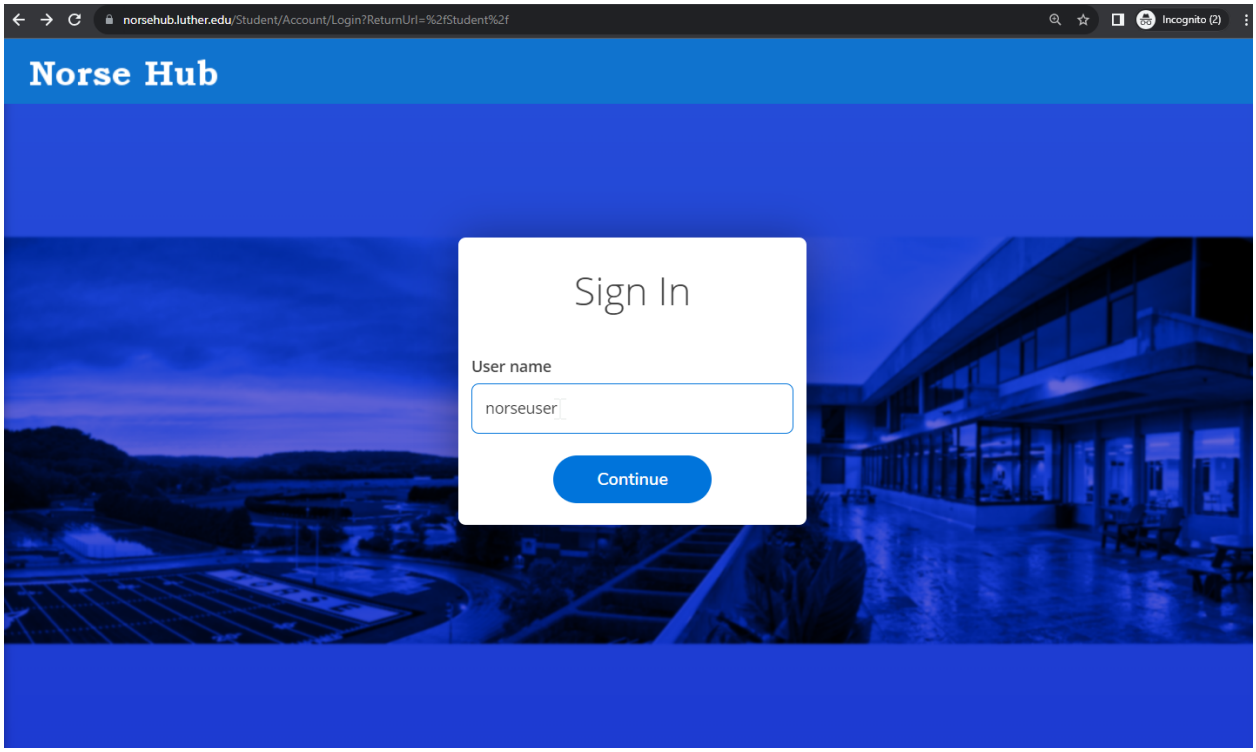
NorseHub.luther.edu is the Colleague Self Service interface for students, staff, and parents. Employee Self Service features allow employees to view their tax information, earnings statement (previously called pay advice), time entry, leave balance, position history, stipend history, and current benefits.

Click on the '? Help' button in the upper right corner of the screen for more information or contact the ITS Technology Help Desk by calling x1000 or email helpdesk@luther.edu

This quick reference includes steps to:

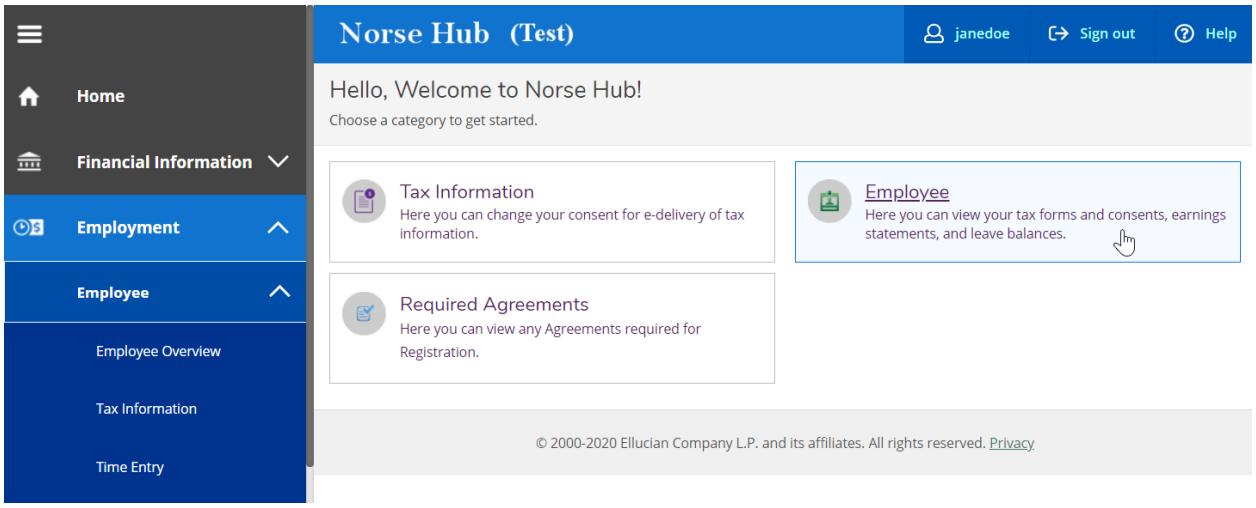
Log in with your Norse Key username and password: **1**
Enter time worked and submit for approval **2**
Paid time off **5**
Review time entries for pay period **7**
Position History **7**
Sign out to end your session **8**

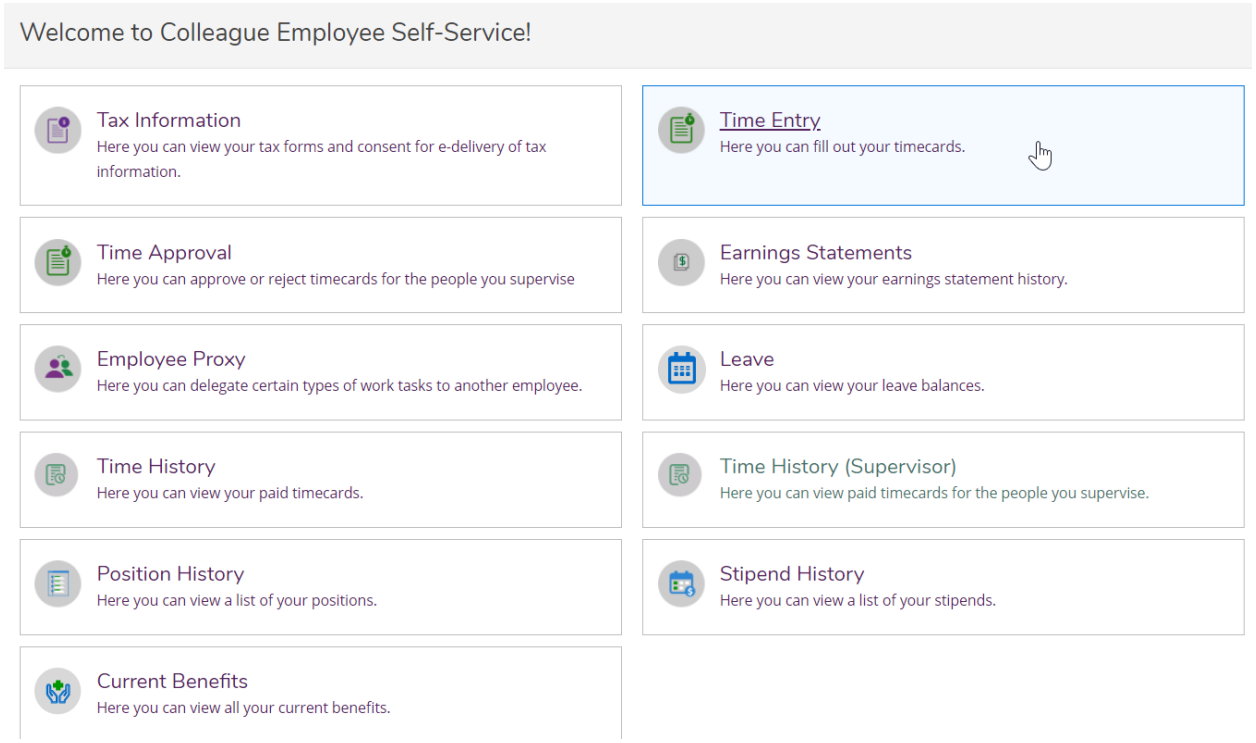
Log in with your Norse Key username and password



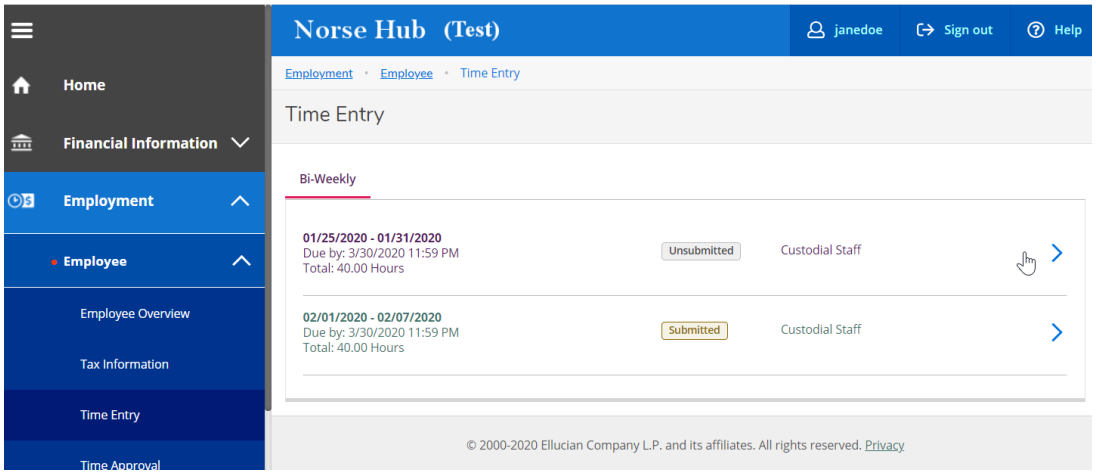
Enter time worked and submit for approval

Click on 'employee' option and then 'time entry'

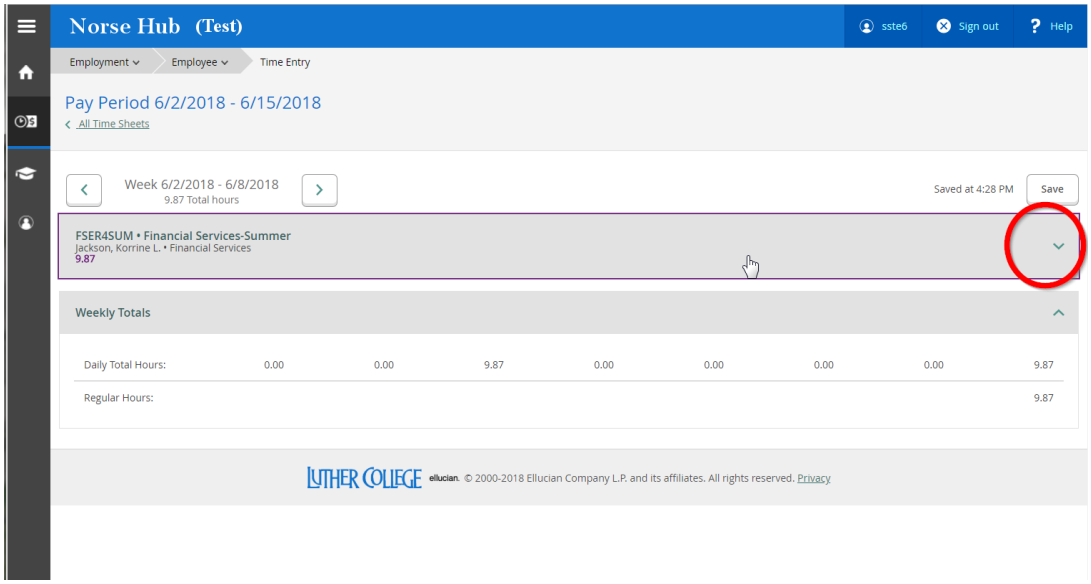




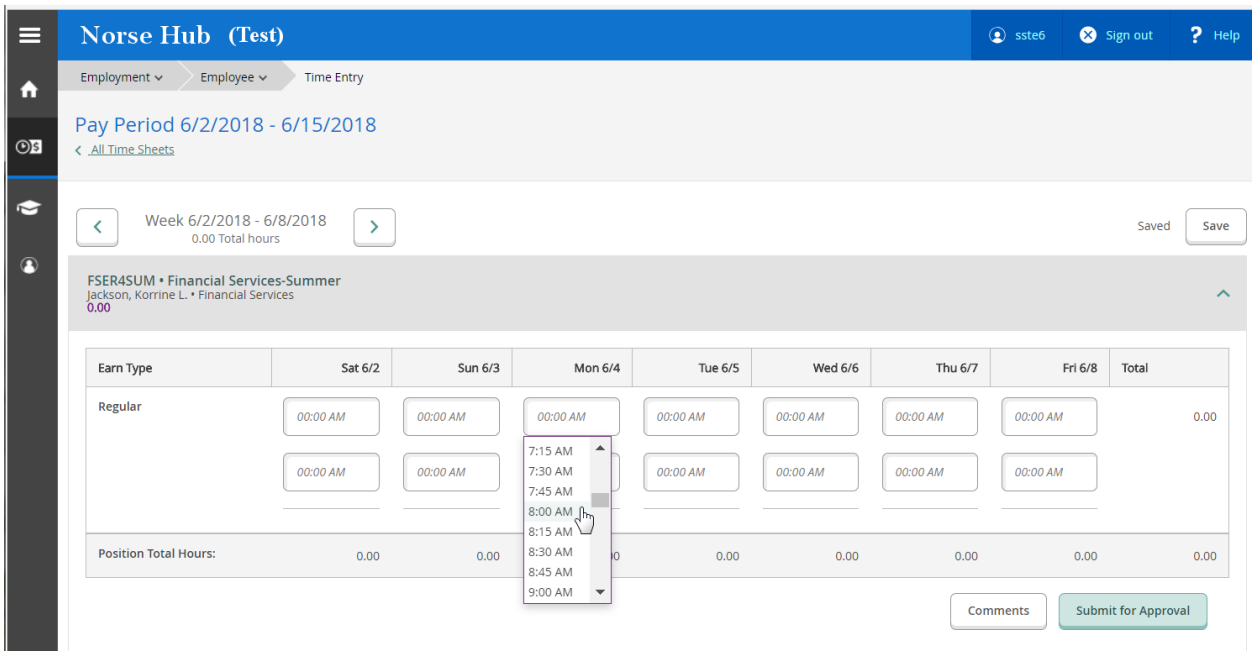
Select pay period



Click the 'down arrow' to expand the time entry form.

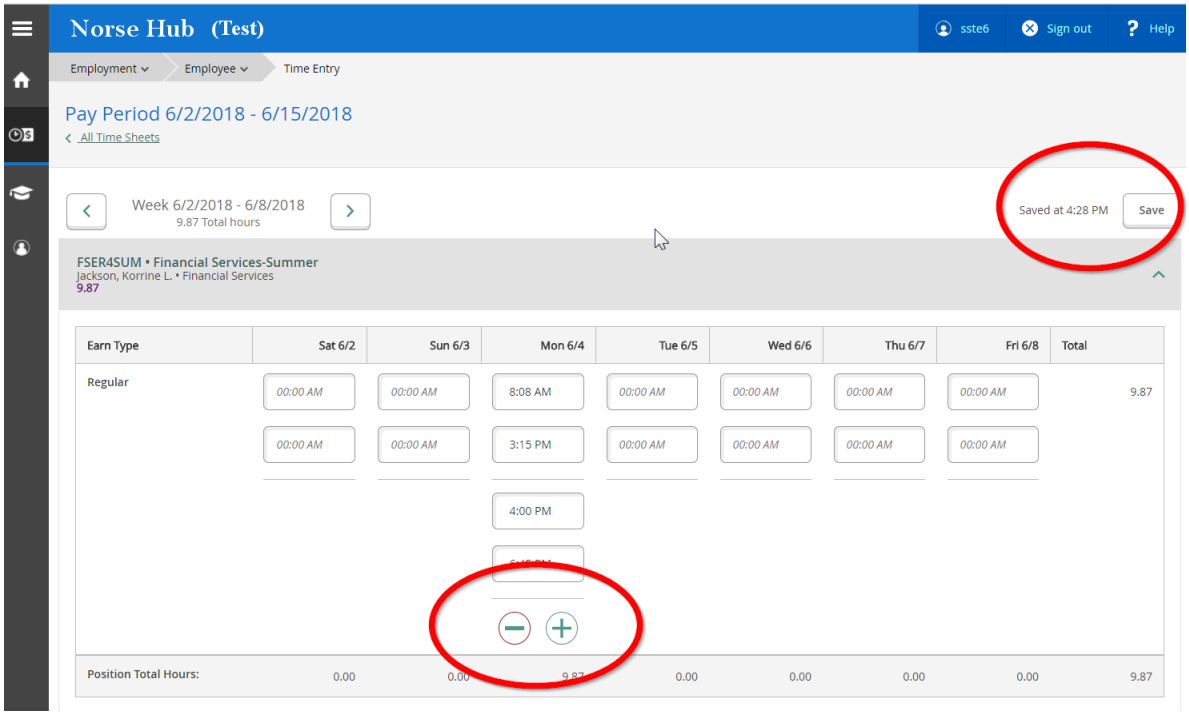


You can add time by using the dropdown options:



Or you can use the keyboard to type the time and am or pm into the time slot.

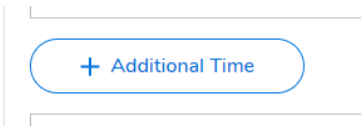
You can add multiple periods for the same day by clicking on the + sign:



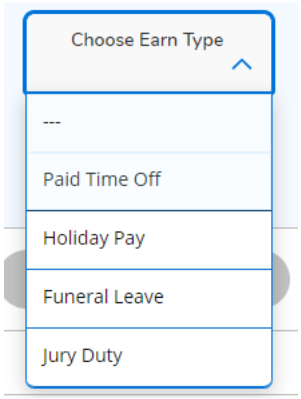
Press the 'tab' key to move between fields.

Paid time off

Regular employees (not student work), can add additional time such as Holiday, Paid Time Off, Funeral, or Jury Duty select:



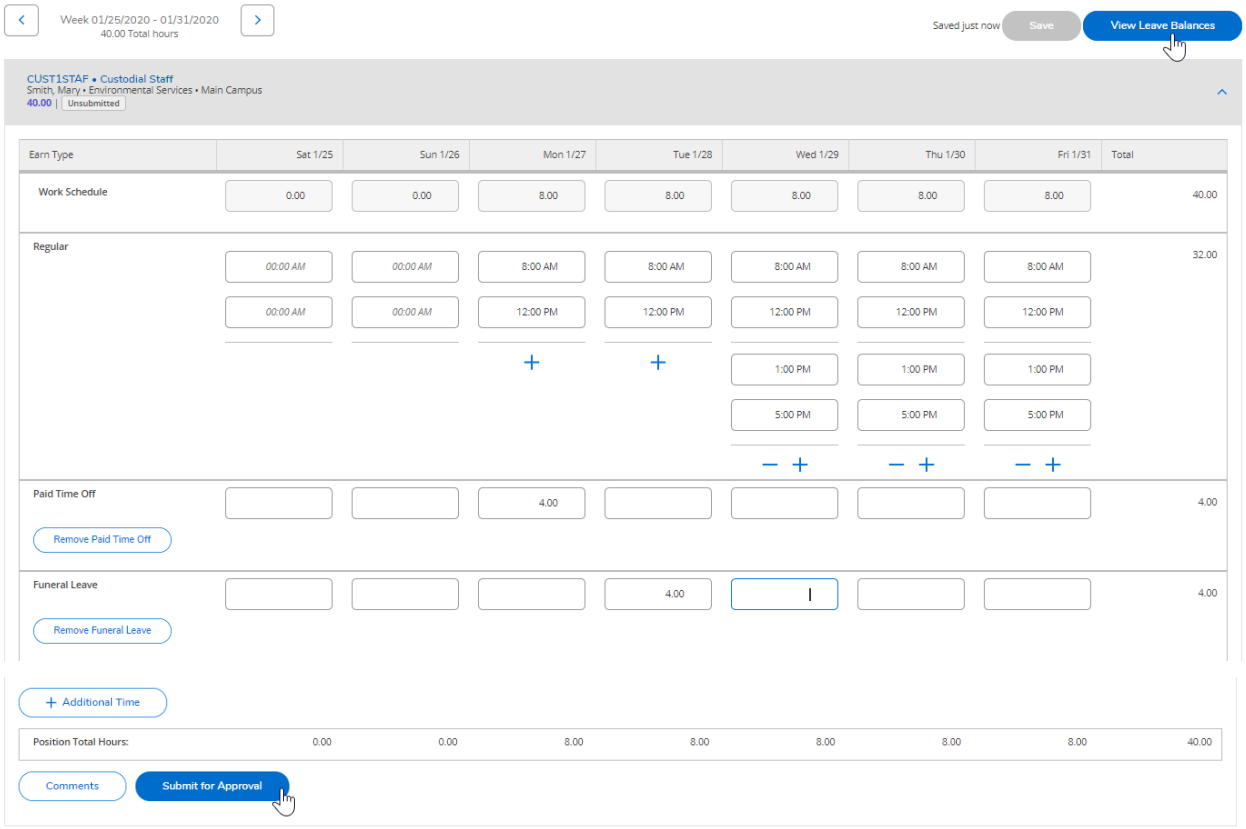
Select the earn type:



Enter the hours on the corresponding day:

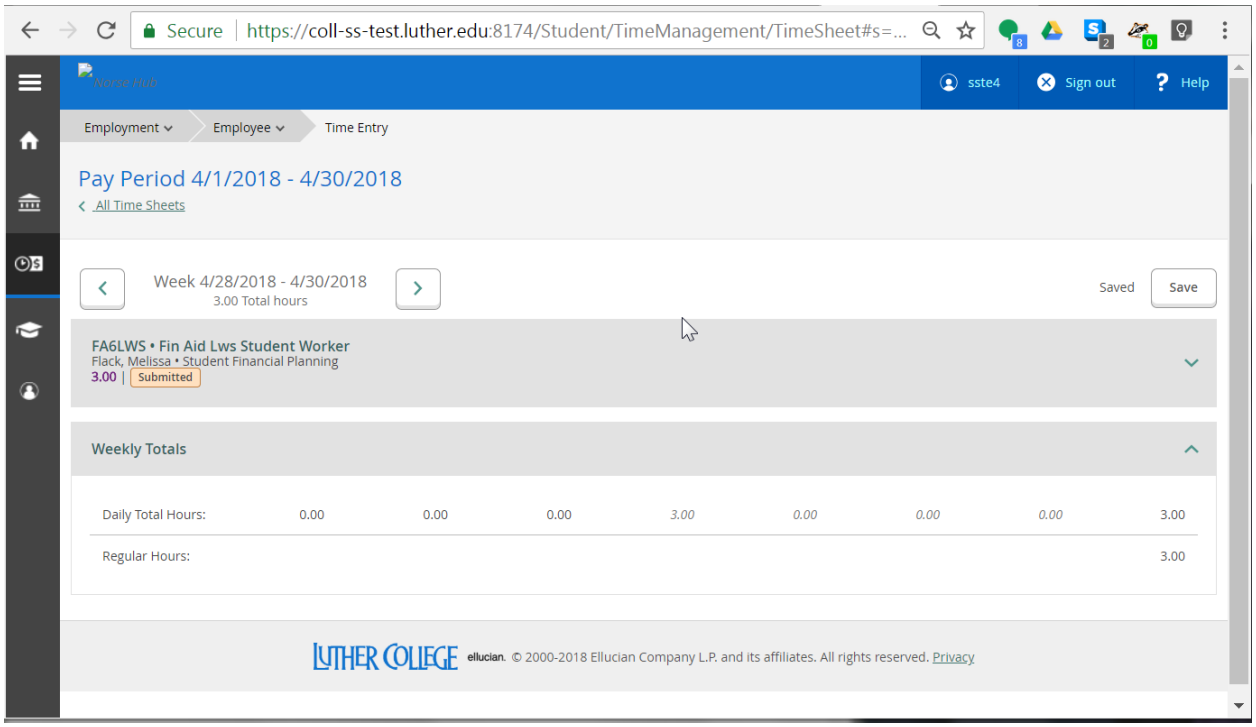
You do not need to click on the 'Save' button, it is automatic, but you do need to pay attention that the status displays that the change has been saved. If you close the browser before it auto saves you will lose any information entered.

Click on "submit for approval' when you've completed entering all time for this pay period.



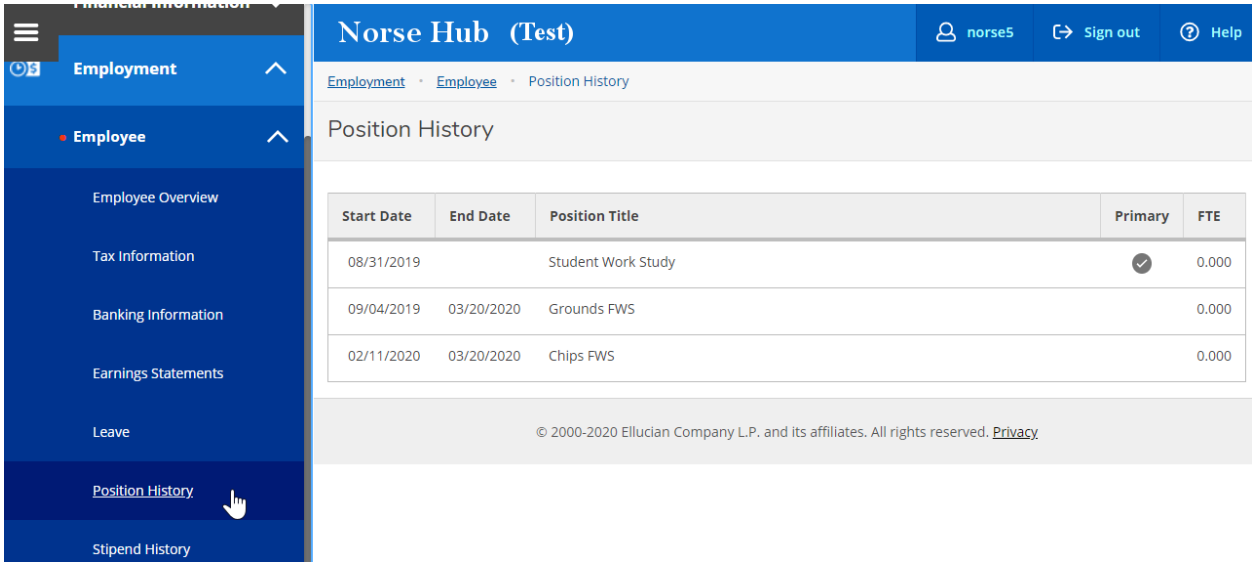
This example shows 4 hours of PTO and 4 hours of Funeral Leave.

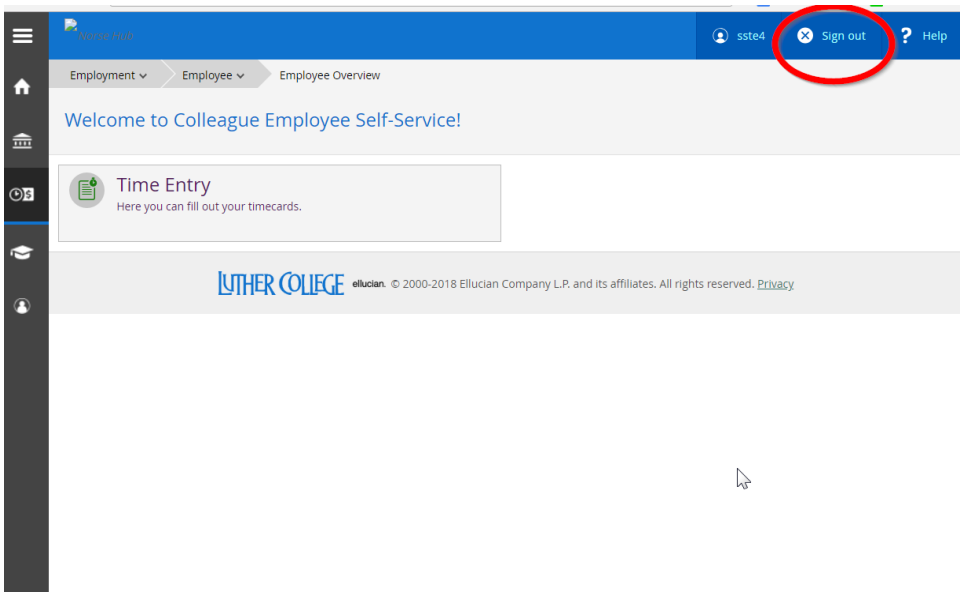
Review time entries for pay period



Position History

To view the positions that you've held as an employee of Luther College, choose 'Position History' from the Employment menu.



Sign out to end your session

Click on 'Sign out' when you have submitted your time for approval and close your browser.